The Court has ordered our department to complete a pre-sentence investigation in your criminal case. Even if you have waived the use of a pre-sentence report for sentencing purposes, state law requires that a pre-sentence investigation be completed.

**IF YOU ARE IN JAIL CUSTODY WHETHER YOU HAVE BEEN SENTENCED OR NOT, you are responsible for completing the PSI Bio form. Please be sure you answer each question completely and to the best of your knowledge. Use “NA” for questions that don’t apply to you rather than leaving them blank.** Your participation will speed up the interview process and your cooperation will be noted in the report.

**If you are out of custody, you have TWO (2) DAYS** to contact the **Pre-Sentence Investigation Office at 1000 Washington**. Please call **515-242-6602** to schedule your pre-sentence interview.

**PLEASE BRING THIS COMPLETED FORM TO YOUR INTERVIEW ALONG WITH THE FOLLOWING ITEMS:**

1) Your Driver’s license or a valid picture ID

2) Your social security card

3) Your birth certificate

4) Your most recent employment check stub

5) Your tax return forms and/or W-2 forms from last year

6) Your school diplomas, transcripts, or certificates of completion

7) Documentation to confirm any disability or public assistance you receive

8) Certificates of treatment completion

Thank you for your cooperation.